Vice President for Information Technology
Status and Activity Report for April 2019

Prepared by Timothy M. Chester, Vice President for Information Technology (VPIT)

1. <u>Items Requiring Action</u>

   - *Verify and claim your departmental MyID accounts by May 24:* All owners of departmental accounts should verify and claim their accounts by May 24. Departmental MyID accounts are often used by units, colleges and departments for testing systems, running automated processes and to establish a contact email for a department or program. EITS is conducting a verification and clean-up of these accounts to ensure we are only paying for licensing on accounts in use. Owners of departmental accounts with email addresses began receiving weekly notices in March, asking them to verify account information. The notice was sent to the departmental email address, as well as the owner's email address, if one existed. The notice directs account owners to log in to JIRA and verify they still need access to their departmental account. Account owners who need a MyID account for testing should follow the new test account checkout process. Weekly reminders about the verification process will be sent until late May. Departments can also review the list of the departmental MyIDs that need verification. This list is available upon request by contacting Access Services at adminfo@uga.edu. Accounts that do not have email addresses but need verification will be posted on that list. EITS will disable departmental accounts that are not claimed on May 24. For more information, please contact Shannon Marable at Shannon.Marable@uga.edu.

   - *Verify your access to secure systems by April 30:* In preparation for the financial state audit for FY19, EITS is conducting a verification of all user accounts for several systems. This year, those systems include the mainframe, Banner systems, IDM systems, the UGA Financial Management System, the UGA Budget Management System, the UGA Budget Management System, OneUSG Connect and UGAJobs. Users will need to verify the access they have to each system by April 30. Supervisors will need to review and decide to approve or deny access for employees under their purview by April 30. In March, users with access and their managers should have received an email with a URL to verify their access to all systems. Users and managers who do not respond will have their access to these systems revoked April 30. This is the first year the UGA Financial Management System, UGA Budget Management System, UGAJobs and OneUSG Connect will be included in the user verification process. This is the last year users and supervisors will need to verify their access to mainframe systems. User access to the mainframe will be removed on June 30, 2019. For more information about the user verification process, please contact Lynn Wilson at llatimer@uga.edu.

2. <u>For Your Awareness</u>

   - *New report phishing button available in Outlook:* Outlook users will now be able to report phishing messages and junk mail with the click of a button. A new "Report Message" feature has been deployed to all eligible versions of Office 2016 and 2019 for Macintosh and Windows, as well as Outlook on the web. This Report Message feature, located in the Outlook toolbar, allows users to report junk mail, phishing emails, and false positives to Microsoft for remediation. Phishing is a form of email fraud in which the attacker tries to learn information such as login credentials or account information by disguising themselves as a reputable entity or person. Targeted attacks typically start with a phishing email sent to as many people as possible which contains a link to a malicious

website. EITS blocks many of these attacks before they can reach you, but cybercriminals are constantly devising ways bypass phishing filters. Users can assist EITS in detecting even more fraudulent emails by reporting suspicious messages, so we can block them. For more information contact Ashley Henry, ashenry@uga.edu.

- *Updated VPN clients available:* In March, updated Cisco VPN clients were released to the UGA community to include security fixes and meet operating system requirements. Users that connect to the VPN will automatically be updated to the latest version. Updated VPN clients for Windows, Linux, and MacOS are also available for download through the UGA FTP server, found at https://ftp.uga.edu/software/vpn (MyID authentication required). The full installation package is also available through the EITS Remote Access VPN web page found at https://eits.uga.edu/access_and_security/infosec/tools/vpn. Users only need to select "VPN" and "Diagnostics and Reporting Tool" during the installation process, in order to avoid installing un-needed software. For more information contact Lance Peiper, lpeiper@uga.edu.

- *Standard web hosting network isolation:* EITS will conduct maintenance on May 20 to isolate our standard web hosting platform. Isolating standard webhosting will help reduce the number of websites and accounts that could potentially be compromised. During the May 20 maintenance, UGA websites on standard webhosting may experience a brief interruption of service. For more information, please contact John Webb at jwebb@uga.edu.

- *Single Sign-on Upgrade scheduled for July 20*: A new production CAS environment will be available on July 20, 2019 to enable latest functionality and features. This upgrade will also prepare the campus for the transition from CAS and CAS2 to the new production environment, occurring in Spring 2020. This update provides improved authentication connections, better security, as well as the ability to use two-factor authentication. For more information, contact Shannon Marable at shannon.marable@uga.edu

- *Some UGA web applications to transition from CAS to an updated version:* We have extended the date to have CAS Classic applications to migrate to the updated environment. On March 6, 2020, applications using the legacy version of University's Central Authentication Service (CAS) will be required to transition to the updated version. The upgraded environment provides better security, as well as the ability to use two-factor authentication. More information about the transition and requirements, as well as instructions for transitioning applications, will be provided later. For more information contact Shannon Marable at shannon.marable@uga.edu.

- *2019 DNL Audit:* In order to ensure accuracy and timeliness in communications in relation to information security for the University, EITS is conducting an annual audit of Departmental Network Liaisons, or DNLs. DNLs are IT professionals within a school, college or unit who serve as the primary contact with EITS for network and security-related issues. The responsibilities of a DNL include:

  - Serving as the primary contact for a department with EITS for problems caused by network issues.
  - Managing departmental network access authorization, including assigning network addresses, such as TCP/IP addresses; managing the Domain Name System (DNS) requests; and managing local network connectivity.

- Reporting departmental devices that handle critical, sensitive or restricted information, such as Social Security numbers, credit card numbers or health records.
- Reporting and assisting in computer security incident responses.
- Participating in training specifically designed for DNLs.

Deans, directors and vice presidents in the schools, colleges and units are responsible for designating DNLs. If your list of DNLs needs to be updated or if you need to add or remove DNLs, please use the Departmental Network Liaisons (DNL) form at itsupport.uga.edu and notify the Office of Information of Security in the form above by May 1. For more information contact Ben Myers, bmyers@uga.edu

- *DegreeWorks Upgrade set for April 2019:* Degree Works will be upgraded to Version 5 this spring. This upgrade is currently scheduled for completion by the end of the month. There are also plans underway to change the DegreeWorks log-in process to require ArchPass, UGA's two-step login solution, powered by Duo. This change is tentatively scheduled for June 2019. More information about the upgrade will be forthcoming. Questions can be directed to Ilir Hasko at ihasko@uga.edu.

- *Systems retiring due to OneSource transition, Mainframe Decommission:* Access to the mainframe will be removed June 30, 2019. In the coming months, several systems will be retired as their functionality has transitioned to the new OneSource systems. These include employee.uga.edu and WebDFS. Kronos was decommissioned on March 1, 2019. Data will be archived in the UGA Data Warehouse and will be available upon request. OneSource and Mainframe Decommission project teams have worked with major units on campus to aid them in transitioning to the new OneSource Systems. They have also helped to transition impacted departmental systems and have communicated key dates when systems would be changing. For more information, please contact Stacy Boyles at stacy.boyles@uga.edu.

- *Interactive logins for s-accounts to be disabled in April:* At the end of April, EITS will disable interactive logins for service accounts, or s-accounts. Interactive logins are typically used by individuals to authenticate. S-accounts should only be used by systems to complete jobs, services or tasks, not by individuals to sign in to systems or services. Departmental IT professionals are advised to also disable any s-accounts that are inactive to help prevent misuse. For more information, please contact Ashley Henry at ashenry@uga.edu.

- *Historical data to be moved to Data Warehouse:* Data currently available on the mainframe via QMF will be archived in the Data Warehouse after June 30, 2019. The Data Warehouse archive will also include information from other legacy systems such as Kronos. If you need access to this information after June 30, please submit a data request to the Office of Institutional Research through the following form: https://oir.uga.edu/datarequest/. The mainframe is being decommissioned June 30. For more information contact Paul Klute at pklute@uga.edu.

- *SAGE Management App gets a new look:* The SAGE Management App has been updated to include new interfaces and functionality for an all-around new look and feel. New functions include the ability to send email notifications to advisors when relationships are created and an improved file upload/download process. Along with improved page load times, the upgrade includes improved user and relationship search functionality. Advisors

can now make preferred first and last name modifications. For more information contact Robert Ethier, rethier@uga.edu.

3. OneSource

- *OneUSG Connect will be unavailable June 7-11, June 21-24:* OneUSG Connect, the employee site for University System employees, will be unavailable June 7-11 and June 21-24, as Augusta University will be transitioning to the site. Time clocks will be available for regular use, but web clocks will not be available. For more information, please visit onesource.uga.edu.

- *OneSource Roadmap available:* The OneSource team has published a roadmap of upcoming feature releases, upgrades and system downtimes. This roadmap will help keep the UGA Financial Management and Budget Management users informed of changes affecting the availability and functionality of these systems. The roadmap also includes relevant information about OneUSG Connect availability. The roadmap can be found at https://onesource.uga.edu/resources/project_timelines/. As enhancement requests are prioritized and analyzed for impact and effort, they will be added to the Feature Releases table at the bottom of the page. For more information about the roadmap, please contact Sharon Logan (snlogan@uga.edu) or Russell Hatfield (hatfield@uga.edu).

- *OneSource PUM updates, PeopleTools and Oracle updates:* The OneSource team will be upgrading UGA's Financial Management system May 17 – May 19 and the Budget Management system May 24 – May 26. PUM (PeopleSoft Update Manager) and PeopleTools updates affect the Financial Management system only and will include enhancements to existing functionality and fixes to software bugs. Both the Budget Management and Financial Management databases will be upgraded to Oracle 18c. The OneSource team will publish information about the components of the update that users are likely to see in UGA's business processes. As we approach these weekends, the OneSource team will update status.uga.edu with more specific information regarding planned downtime for these upgrades. For questions about the PUM, please contact Crystal Rogers (crogers@uga.edu) or Russell Hatfield (hatfield@uga.edu).

- *UGA Budget Management System:* The Budget Planning and Salary Setting tool is now live and available for use in the UGA Budget Management System. Users can begin entering funding on positions and planning chartstring budgets. More information on budget planning and salary setting activities can be found on the [UGA Budget Management System](#) resource page.

4. Technology Tips

- Forget your MyID password? If you have a MyID Profile, you can reset it yourself without calling the Help Desk. A MyID Profile consists of secret questions and identity verification options, such as an alternate email, that allows you to securely reset your password. A MyID profile is also used to verify your identity if you ever need to reactivate your MyID after leaving UGA. Currently, about 27,000 students, faculty and staff do not have a complete MyID Profile, meaning they have to call the Help Desk if they ever forget their password. To set up your MyID Profile, visit myid.uga.edu and click "Complete Your MyID Profile." For assistance, please contact our Help Desk at 706-542-3106 or helpdesk@uga.edu.

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